



U.S. Department of Justice
Federal Bureau of Prisons
Federal Prison Camp
Eglin AFB, FL 32542

Institution Supplement

Number: EGL 5267.07
Date: March 29, 2004
Subject: Visiting
Regulations

1. POLICY. It is the policy of the Federal Prison Camp Eglin to afford inmates the privilege of having visitors of their choice within specific guidelines in order to enhance inmate morale and maintain relationships with family or others in the community.
2. PURPOSE. To outline procedures for visiting regulations at FPC Eglin.
- 3.** DIRECTIVES AFFECTED.
 - A. Directives Referenced

Program Statement 5267.07, Visiting Regulations, dated April 14, 2003.
 - B. Directives Rescinded

Institution Supplement EGL 5267.06A, Visiting Regulations, dated September 4, 2001, is hereby canceled. All existing copies should be destroyed.
- 4.** ACA STANDARDS REFERENCED.

3-4149 (4-4156), 3-4255 (4-4257), 3-4440 (4-4498), 3-4441 & 3-4441-1 (4-4499), 3-4442 (4-4500), 3-4443 (4-4501), 3-4445 (4-4503), and 3-4446 (4-4504).

DISTRIBUTION:	Warden/Associate Warden	Department Heads
	Inmate Law Library	Local AFGE
	Duty Officer	SERO

5. PROCEDURES.

** A. An inmate desiring to have regular visits must submit a list of proposed visitors to his unit team. This list will be limited to 25 adult visitors (16 and older). The unit team will compile an approved visiting list for each inmate after conducting the appropriate investigation of the proposed visitors (Attachment A).

** Visiting lists for immediate family will normally be compiled within the first few days of the inmate's arrival at the institution. All other requests will be processed upon receipt of background information. A visitor cannot be placed on more than one inmate's visiting list, unless the visitor is related to both inmates.

Correctional Counselors are responsible for initiating all correspondence relative to the approval/disapproval of a proposed visitor. (P.S. Requirement 4)

** B. Visiting Form, BP-s629(English/Spanish), will be forwarded to all family members not specifically identified in the Pre-sentence Investigation report, as well as to non-family individuals. The inmate will be provided with questionnaires and authorization forms by his Correctional Counselor to mail to proposed visitors. The inmate must have known the proposed visitor prior to incarceration. The Warden's approval must be obtained for exception to this rule. (P.S. Requirements 2&3)

** C. Random NCIC checks will be determined at the discretion of the Unit Manager when the properly completed questionnaire and authorization forms are returned. Proposed visitors who have been convicted for drug, violent, or sexual offenses within the last 24 months, should not be placed on the inmate's visiting list. If the unit team believes a proposed visitor's background poses a security concern and does not meet the above criteria, the unit team will refer to the Warden for approval or disapproval.

** Non-immediate family members who are on active probation or parole should not be placed on the inmate's visiting list. The Warden will review, for approval or disapproval, cases involving proposed visitors who are immediate family members and are on active probation or parole.

D. All NCIC forms, authorization forms, and questionnaires will be filed in FOI Section 2 of the inmate's central file. (P.S. Requirement 5)

E. A copy of the visiting regulations (Attachment B) will be posted in the Visiting Room and will be given to each approved visitor during the visitor's initial visit to the institution. Any violation of institution visiting procedures may result in termination of the present visit.

The Operations Lieutenant will make the decision concerning denial or termination of inmate visitors and notify the visitor if a visit is denied or terminated. This decision will normally be made in concert with the Institution Duty Officer.

F. Visiting Room Operations:

(1) The Visiting Room at FPC Eglin will be open each Friday from 5:00 p.m. to 9:00 p.m., and Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:30 p.m.

Holidays are as follows: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas, and special occasions to include Easter, Mother's Day, and Father's Day. All visiting will be supervised by staff to ensure that visits are conducted in a quiet, orderly, and dignified manner.

(2) The Visiting Room Officer will verify the identity of each visitor by use of approved photo identification such as driver's license, passport, or other state/federal certified identification and record the visit on the appropriate visiting forms. Each visitor is required to complete the "Notification to Visitor" Form BP-224 (52), (English/Spanish version) prior to each visit. The visitor must sign this form in the presence of a staff member. Notification to Visitor Forms will be filed by date in the Visiting Room file cabinet. A record of all inmate visitors is maintained by the visitor signing the bound ledger located at the Visiting Room desk, prior to entering the Visiting Room.

(3) The Visiting Room Officer will contact the inmate to be visited over the PA system. All inmates will enter and leave the Visiting Room through the rear visiting room door facing Dormitory A. Inmates will not be permitted in the Visiting Room prior to being paged. Prior to entering and leaving the Visiting Room, all inmates will be pat searched.

Inmates, on a random/suspect basis, may be visually searched. These will be performed out of view of the visitors.

(4) There will be no more than four (4) adult visitors per inmate at one time. The Operations Lieutenant and/or the Institution Duty Officer will determine whether or not to terminate a visit due to capacity constraints or for reasons of improper conduct on the part of the inmate or his visitor(s). Frequency of visits and distance traveled shall be determining factors when terminating visits because of capacity limitations.

** (5) Inmate visiting will generally be conducted inside the main Visiting Room area. The outside patio area may be opened, at the discretion of the Operations Lieutenant, when inside maximum capacity has been reached. The outside patio will not be opened during hours of darkness or during inclement weather. The Visiting Room is considered a No Smoking area. Smoking in the outside visiting area is also prohibited.

** (6) Vending machines are available in the visiting area for visitors use. Visitors are not permitted to bring any type of food items into the Visiting Room. Inmates are not allowed to use the vending machine during visiting hours. Inmates are not permitted to handle currency at anytime, therefore, the inmate's visitor must purchase items from the vending machine for the inmate's consumption. The inmate will be permitted to eat with his visitors, but may not retain any leftover items.

** (7) All children under the age of 16 years must be accompanied by a responsible adult. Sixteen and seventeen year-old children may visit inmate(s) without being accompanied by an adult. However, they must provide written authorization from a parent or guardian for visitation with a specific inmate(s). Inmates and visitors will be responsible for keeping their children quiet so as not to disturb others in the Visiting Room. The children's play area is for children only. No inmates are permitted in this area without a staff escort.

** (8) Some inmates are enrolled in the Parenting Program offered through the FPC Eglin Education Department. Parenting Program contractors will provide and supervise

structured activities for visiting children, along with the inmate and custodial parents, each Saturday and Sunday in the Visiting Room.

The Parenting Program schedule will be determined by the Education Department and posted on inmate bulletin boards. A copy of the schedule and a current roster of participating inmates will be issued to the Visiting Room Officers prior to visiting hours on each Friday. All contractors will have current, non-escorted contract badges. They will provide the Visiting Room Officer with an inventory of all items brought into the institution.

Children of inmates enrolled in the Parenting Program may participate in the activities provided by the contractor. Adult participation is encouraged. It remains the responsibility of the inmate or custodial parents to ensure the proper conduct of their child. Any crafts or other items made as part of the Parenting Program will become the property of the visiting child and will be removed from the institution at the end of the visit. Inmates will not be allowed to remove any items from the Visiting Room.

(9) Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. All visitors are required to wear footwear. Appropriate dress is required and must be in good taste. All visitors will be properly dressed when coming to visit at the institution. Dresses and skirts must touch the top of the knee in length. Shorts and/or culottes are not permitted to be worn by any visitor (male or female) over the age of 16 years. Visitors will not be allowed to wear see-through clothing, halter tops, tank tops, sleeveless apparel of any kind, or any kind of top that reveals the midriff area of the anatomy (this applies to male and female visitors). Radically low-cut shirts or blouses, revealing front and backless clothing, are prohibited. Skin-tight clothing or Spandex clothing, or any other apparel of a suggestive or revealing nature will **NOT** be allowed. All visitors are also required to wear undergarments, to include bras for female visitors. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. The Operations Lieutenant will make the decision concerning denial or termination of inmate visitors and notify the visitor if the visit is denied or terminated.

This decision will normally be made in concert with the Institution Duty Officer. A detailed memorandum will be forwarded to the Associate Warden, through the Captain, after any denials.

(10) Inmates must be properly dressed for their visits in the authorized issued uniform to include dress shoes or tennis shoes. T-Shirts and sweatshirts may be worn under the uniform shirt. If the inmate is improperly dressed, he will be refused the visit until he has corrected the situation.

(11) Inmate traffic to and from the Visiting Room will be terminated at 9:30 a.m., in preparation for the 10:00 a.m., official count. Inmate traffic will resume when the count has cleared.

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(12) Inmates will be allowed to carry a handkerchief, comb, ID card, plain wedding band (no stones), and religious medallion into the Visiting Room. No other items including watches, non-prescription sunglasses, cigarettes, cigars, matches, etc., will be allowed to be taken in or returned to the compound.

Inmates will not be allowed to take any money out of the Visiting Room.

G. Visits to inmates not in population status:

(1) Admission Status: Visits during the admission and orientation period will generally be limited to the immediate family. However, some flexibility and good judgment should be exercised in approving or disapproving visitors during this time period.

(P.S. Requirement 1)

(2) Hospital Patients: Visits to inmates hospitalized in the community hospital are subject to the general visiting policy of the hospital. (P.S. Requirement 1)

(3) Administrative Detention Status: Inmates who have been transported to the contracted county jail may receive visitors under the regulations of that facility. The county jail officials should contact the unit team to review the inmate's approved visiting list.

(P.S. Requirement 1)

H. Any infractions noted by the Visiting Room Officer will be made known to the Operations Lieutenant and Institution Duty Officer. The Operations Lieutenant has the authority to terminate any visit for reasons of improper conduct on the part of the inmate or his visitor(s). The Visiting Room Officer, Lieutenant, and other staff involved will provide the Captain and Associate Warden with a detailed explanation of the incident (See Attachment C). Staff will check the inside and outside visiting areas periodically to ensure that visitors and inmates are following institution regulations.

I. Holdover visiting procedures are not applicable to FPC Eglin, as we do not have holdover inmates.

(P.S. Requirement 1)

6. ATTORNEY VISITS. All inquiries from attorneys for legal visits will be coordinated by the unit team. The unit team will assist the requestor in establishing a day and time for the legal visit, taking into account any previous legal visits scheduled for that particular day.

Legal visits will take place in the Visiting Room in the rooms identified for Attorney/Client legal visits.

A member of the unit team will place the inmate on call out for his respective legal visit and will meet the visitors at the Control Room. The unit team or a designee will remain at the officer's station in order to visually monitor the legal visit.

Those inmates requesting to set up legal visits are encouraged to utilize the regular visiting schedule established, when possible, and place their attorneys on their approved visiting list. However, if other arrangements are necessary, legal visits may be set up Monday through Friday, except federal holidays, between 7:30 a.m. and 2:30 p.m., except for unusual circumstances. The attorneys should make prior arrangements with the unit team in order to facilitate the legal visit. Also, the unit team is the point of contact for attorneys wishing to set up legal phone calls for their respective clients. The inquiries should be forwarded to the unit team who will set up the day and time, and provide the attorney with pertinent information. (P.S. Requirement 2)

7. CLERGY VISITS. Clergy visits will be coordinated by the Religious Services Department. The Chaplain will send a memorandum to the Captain authorizing a one-time pastoral visit. When the clergy visits on a regularly scheduled basis, the clergy will send a copy of his/her theological credentials along with a letter requesting the visit to the Chaplain. The Chaplain will submit a memorandum to the unit team stating the reasons why the clergy will be added to the inmate's visiting list (The addition of clergy to an inmate's visiting list will not count against the number of persons allowed on an inmate's visiting list).
(P.S. Requirement 2&4)
8. This institution supplement shall be translated into Spanish.
9. OFFICE OF PRIMARY INTEREST. Captain

**** Denotes change in paragraph from previous update.**

_____/s/
Donald F. Bauknecht
Warden

INMATE VISITING LIST - FEDERAL PRISON CAMP, EGLIN AFB, FLORIDA

INMATE'S NAME: _____ REGISTER NUMBER: _____
(LAST) (FIRST) (MIDDLE)

Enter on the lines below the names of ALL members of your immediate family (wife, children (age 16 & above), brothers, sisters, and parents) you desire to visit.

VISITOR'S NAME (Last Name), (First Name)	RELATIONSHIP	SEX	COMPLETE ADDRESS (INCLUDE: CITY, STATE, ZIP CODE)	TELEPHONE (Area Code-1st)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

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INMATE VISITING LIST - (CONTINUED)

VISITOR'S NAME (Last Name), (First Name)	RELATIONSHIP	SEX	COMPLETE ADDRESS (INCLUDE: CITY, STATE, ZIP CODE)	TELEPHONE (Area Code-1st)
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

NOTE: APPROVED VISITORS WILL NOT EXCEED TWENTY-FIVE (25) IN NUMBER.

INMATE'S SIGNATURE

DATE

APPROVING OFFICIAL

DATE

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Attachment B

FEDERAL BUREAU OF PRISONS
EGLIN FEDERAL PRISON CAMP
EGLIN AIR FORCE BASE, FLORIDA

VISITING REGULATIONS
VISITORS HANDOUT

The following is an outline of the regulations and procedures governing visiting with inmates at the Eglin Federal Prison Camp. It is the philosophy of this institution that inmate contact (visits) with family and other professional persons will help an offender plan a more realistic future for his return to society.

Visitors will enter the Visiting Room at the front entrance located on the west end of the building. All visitors must provide appropriate photo identification, (drivers license, passport, etc.) before being allowed to visit. Your identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. As a reminder, persons not permitted to visit may not remain in the Visiting Room, institution, or parking lot. Approved visitors will not be allowed to go to and from the vehicles unless it is to return an item which was refused entry. When you have parked your car make sure it is locked and the windows are closed. Visitors are to park only in established parking slots in the parking lot. On Friday evening visitation, visitors may not line up at the Visiting Room door prior to 4:45 p.m. On Saturdays, Sundays, and holidays, arrival at the institution parking lot prior to 7:15 a.m. is prohibited, and visitors may not line up at the Visiting Room door prior to 7:30 a.m.

A short embrace and kiss at the beginning/conclusion of the visit and holding hands during the visit is the only physical contact that will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

Each inmate is provided with an unlimited amount of visiting time during regular, prescribed visiting hours with those persons on his approved visiting list, unless circumstances warrant otherwise. However, only four adult visitors are allowed to visit at one time. The Operations Lieutenant has the prerogative to terminate any visit due to improper conduct on the part of the inmate or his visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled shall be determining factors when a decision to terminate a visit is made.

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Children under the age of 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. Sixteen and seventeen year old children may visit inmate(s) without being accompanied by an adult. However, they must provide written authorization from a parent or guardian and provide proper identification for visitation with a specific inmate(s). Additionally, visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. The children's play area is for children only. No inmates are permitted in this area without a staff escort. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others.

No toys will be allowed to be brought inside the institution. Playing cards may be checked out at the Officer's Station.

Occasionally, children may participate in the activities as part of the Parenting Program. Any crafts or other items made will become the property of the visiting child and will be removed from the institution at the termination of the visit. Inmates will not be allowed to remove any items from the Visiting Room.

One small collapsible stroller (umbrella type) will be allowed. One small blanket will be allowed for infants.

Visitors are not allowed to bring in food items to be consumed by themselves to include gum, candy, and breath mints. There are vending machines in the Visiting Room from which food snacks can be purchased. Only the amount of food necessary for an infant will be permitted for the infant's consumption during visiting hours.

Visitors will not be allowed to bring in anything to give to an inmate to include cigarettes, cigars and other tobacco products, mail, or legal materials. It is requested that visitors not bring excessive items with them to visit an inmate (i.e., suitcases, large/oversized bags or purses, packages, etc.). These items should remain in the hotel room or automobile.

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Effective April 9, 2004, smoking will be prohibited throughout the visiting areas. No cigarettes, cigars, lighters, matches, or other related items will be allowed into the Visiting Room.

A small, see-through, coin purse is preferred with proper ID and sufficient money for the vending machines. Visitors should refrain from bringing large sums of money into the Visiting Room, as you will be requested to secure it in your vehicle or a Visiting Room locker. Inmates are not allowed to receive food from outside sources.

Visitors are not allowed to bring medication into the institution's Visiting Room. Individuals with medical problems which requires them to carry medication into the visiting room must inform the Visiting Room staff of their condition and receive permission to carry the medication into the Visiting Room or with the Visiting Room Officer.

Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. All visitors are required to wear footwear. All visitors will be properly dressed when coming to visit at the institution. Dresses and skirts must touch the top of the knee in length. Shorts and/or culottes are not permitted to be worn by any visitor (male or female) over the age of 16 years. Visitors will not be allowed to wear see-through clothing, halter tops, tank tops, sleeveless apparel of any kind, or any kind of top that reveals the midriff area of the anatomy (this applies to male and female visitors). Radically low-cut shirts or blouses, revealing front and backless clothing, are prohibited. Skin-tight clothing or Spandex clothing, or any other apparel of a suggestive or revealing nature will NOT be allowed.

All visitors are also required to wear undergarments to include bras for female visitors. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. The Operations Lieutenant will make the decision concerning denial or termination of inmate visitors and notify the visitor if the visit is denied or terminated. This decision will normally be made in concert with the Duty Officer.

Inmates may not receive money through the Visiting Room. All monies for an inmate must be mailed into the institution through the U.S. Postal Service.

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Cameras, cellular phones, beepers, or recording devices will not be allowed into the institution. Photographs, newspapers, or magazines will not be permitted. Photos will be taken at nominal charge by an approved Toastmasters' inmate.

Prayer/holy books for Chapel services will be permitted into the Visiting Room and placed in a secured locker until services begin. All material will be made available for the worship services and then returned to the lockers for the remainder of the visit. Institution prayer/holy books will be available from the Visiting Room Staff.

Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

There are a number of local taxi cab companies offering service to and from the institution. The Visiting Room Officer can assist you in contacting a taxi cab company.

2004 FPC EGLIN VISITATION SCHEDULE

The Visiting Room at FPC Eglin will be open
Friday from 5:00 p.m. to 9:00 p.m.
Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:30 p.m.

Holidays are as follows: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas, and special occasions to include Easter, Mother's Day, and Father's Day. All visiting will be supervised by staff to ensure that visits are conducted in a quiet, orderly, and dignified manner. Smoking is prohibited during visiting hours.



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Attachment D

U.S. Department of Justice

Federal Bureau of Prisons

Federal Prison Camps

Eglin AFB, Florida

Pensacola, Florida

DATE: _____

MEMORANDUM FOR CAPTAIN

FROM: Operations Lieutenant
FPC Eglin

SUBJECT: **VISITOR DENIED ENTRANCE TO VISITING ROOM
FPC EGLIN**

On the above date, at _____ (AM/PM), the following
visitor (Mr./Mrs./Miss) _____
was denied entrance into the Visiting Room.

Inmate Concerned _____,
NAME REGISTER NUMBER

Reason for Denial:

1. Improper or no identification.
☐ Failed IDLogix Scanner (explain below)
2. Not on inmate visiting list.
3. Under 16 years of age and not accompanied by a parent/guardian.
4. Other _____

Comments: _____

cc: Associate Warden
Central File